

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

06/23/2021

The Regular Meeting of the Board of Education of the Borough of Totowa was held at Washington Park School Media Center, 10 Crews Street, Totowa, New Jersey and in accordance with N.J.S.A. 10:48-8(b), and guidance from the NJ Department of Community Affairs Division of Local Government Services via Zoom on June 23, 2021.

1. Call To Order

President Antonucci called the meeting to order at 7:12 P.M. and led all present in the salute to the flag and remain standing for a moment of silence for our past and present troops.

2. Roll Call

Members Present: Ms. Antonucci, Mr. Bierach, Ms. Carr, Ms. DeCeglie,
Mr. La Rose and Mr. Reynoso

Members Absent: Ms. Alesandrelli, Mr. Kerwin and Mr. Tangora

Also Present: Patricia Capitelli, Superintendent of Schools
Vincent Varcadipane, School Business Administrator/Board Secretary
Mr. Raymond B. Reddin, Board Attorney

Ms. Capitelli presented Ms. Picirillo with a plaque for her retirement. Ms. Capitelli stated Ms. Picirillo worked for 28 years and was a great influence on all of her students. Ms. Capitelli thanked Ms. Picirillo for all of her hard work on behalf of the students, staff, administration and board of education.

Ms. Picirillo thanked everyone for allowing her to do what she loved to do. She worked along many great people and her career was always about the children. Seeing her students achieve was the greatest gift. Ms. Picirillo thanked the students, staff, administration and board of education from the bottom of her heart.

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3. Open Public Meeting Notice

The following statement was read by Mr. Varcadipane:

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this act, the Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Municipal Building and notice was mailed to the North Jersey Herald News and The Record.

4. Public to be Heard

There was no public to be heard.

5. Professional Days

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submitted Professional Days as per the attached.

6. Annual School Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the Annual School Plan, ASP, on Wednesday, June 30, 2021, to the New Jersey State Department of Education.

7. Safe Return Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the submission of the Safe Return Plan on Wednesday, June 16, 2021, to the New Jersey State Department of Education. Please see attached.

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8. Every Student Succeeds Act

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the Every Student Succeeds Act, ESSA, on Friday, July 23, 2021, to the New Jersey State Department of Education.

9. Update to Uniform State Memorandum of Agreement between Education and Law Enforcement Officials

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2021-2022 Updates to the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials.

10. Review of the Superintendent's 2020 - 2021 Merit Goals

The Board reviewed the Superintendent's 2020 - 2021 Merit Goals and Evidence of Completion.

11. Submission of the Superintendent's 2020 - 2021 Merit Goals

The Board approves the submission of the Superintendent's 2020 - 2021 Merit Goal Submission Form to the Interim Executive Passaic County Superintendent of Schools.

12. Appointment - Structural Engineer

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ryan Scullion, Structural Workshop, LLC, as structural engineer for the 2021-2022 school year.

13. Review of the School Security Drill Statement of Assurance

The Superintendent, attests to the Board, that all fire and safety drills have been held in accordance with 18A:41-1.

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14. Submission of the School Security Drill Statement of Assurance

The Board, pursuant to 18A:41-1 approves the submission of the School Security Drill Statement of Assurance on Wednesday, June 30, 2021, to the New Jersey State Department of Education.

15. Out-of-District Placement

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve placement of Student #O-20-21-01 at New Beginnings School, located in Fairfield, New Jersey, beginning on Tuesday, June 1, 2021 for the remainder of the 2020 - 2021 school year at the rate of \$10,262.63. Transportation to be provided by the Northern Region Educational Services Commission.

16. Out-of-District Placement

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve placement of Student #O-20-21-01 at New Beginnings School, located in Fairfield, New Jersey, for the Extended School Year beginning on Tuesday, July 6, 2021, through Monday, August 16, 2021, at the rate of \$18,680.40. Transportation to be provided by the Northern Region Educational Services Commission.

17. Out-of-District Placement

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve placement of Student #O-20-21-01 at New Beginnings School, located in Fairfield, New Jersey, for the 2021 - 2022 school year at the rate of \$113,327.76. Transportation to be provided by the Northern Region Educational Services Commission.

18. Bylaw Revision 0131 - Bylaws, Policies, and Regulations

The Superintendent presents to the Board the first read of the revised Bylaw 0131 - Bylaws Policies, and Regulations.

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19. Policy Abolishment 1521 - Educational Improvement Plans

The Superintendent presents to the Board the abolishment of mandated Policy 1521 - Educational Improvement Plans.

20. Policy Abolishment 1649 - Federal Families First Coronavirus (COVID -19) Response Act

The Superintendent presents to the Board the the abolishment of mandated Policy 1649- Federal Families First Coronavirus (COVID-19) Response Act.

21. Policy Revision 3134 - Assignment of Extra Duties

The Superintendent presents to the Board the first read of the revised Policy 3134 - Assignment of Extra Duties.

22. Policy & Regulation Revision 3142 - Nonrenewal of Nontenured Teaching Staff Member

The Superintendent presents to the Board the first read of the revised Policy & Regulation 3142 - Nonrenewal of Nontenured Teaching Staff Member.

23. Policy & Regulation Revision 3221 - Evaluation of Teachers

The Superintendent presents to the Board the first read of the revised mandated Policy & Regulation 3221 - Evaluation of Teachers.

24. Policy & Regulation Revision 3222 - Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

The Superintendent presents to the Board the first read of the revised mandated Policy & Regulation 3222 - Evaluation of Teaching Staff Members, Excluding Teachers and Administrators.

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25. Policy & Regulation Revision 3223 - Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals

The Superintendent presents to the Board the first read of the revised mandated Policy & Regulation 3223 - Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals.

26. Policy & Regulation Revision 3224 - Evaluation of Principals, Vice Principals, and Assistant Principals

The Superintendent presents to the Board the first read of the revised mandated Policy & Regulation 3223 - Evaluation of Principals, Vice Principals, and Assistant Principals.

27. Policy & Regulation Revision 4146 - Nonrenewal of Nontenured Support Staff Member

The Superintendent presents to the Board the first read of the revised Policy & Regulation 4146 - Nonrenewal of Nontenured Support Staff Member.

28. Policy & Regulation Revision 6471 - School District Travel

The Superintendent presents to the Board the first read of the revised mandated Policy & Regulation 6471 - School District Travel.

29. Policy Revision 8561 - Procurement Procedures for School Nutrition Programs

The Superintendent presents to the Board the first read of the revised mandated Policy 8561 - Procurement Procedures for School Nutrition Programs.

30. Science Curriculum

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the updated grade 7 Science Curriculum for the 2021 - 2022 school year.

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31. Science Curriculum

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the updated grade 6 Science Curriculum for the 2021 - 2022 school year.

32. Italian Curriculum

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the updated kindergarten through grade 2 Italian Curriculum for the 2021 - 2022 school year.

33. Italian Curriculum

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the updated grade 3 through grade 5 Italian Curriculum for the 2021 - 2022 school year.

34. Approval - Hornet Helping Hands Program

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the program "Hornet Helping Hands". The program will allow Passaic Valley High School Seniors, to participate in the TPK as interns and have the opportunity to experience real - world understanding of a career in education.

35. Calendar Revisions

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the following calendar revisions:

Graduation Early Dismissal - Wednesday, June 16, 2021 - 1:20 P.M. Dismissal

Last Day for Teachers - Friday, June 18, 2021

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Motion for approval of items 5-35

MOTION: Ms. DeCeglie
SECONDED: Mr. Reynoso
VOTE: Unanimous

36. Informational

Virtual Awards Assembly

Graduation

Extended School Year (ESY)

Acceptance of Gift from Totowa Municipal Drug Alliance

Turf Field

School Reopening Plan

Dates for Your Information

June 29	8th Grade PTO Graduation Dance - The Grand, Totowa, N.J.
July 5	Independence Day - Schools Closed
July 28	Board of Education Meeting - WPS 7:00 P.M. (Virtual)

Attachments:

Correspondence:

Beverly & Joe Daigis - Superintendent Capitelli (Thank you - Student Made

Cards to

Seniors)

Programs:

2021 Awards Assembly

The Class of 2021 Graduation Celebration

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37. Committee Reports

Ms. Antonucci stated committee meetings were not held.

38. Executive Session

A request for executive session was made to discuss personnel matters and other business excluded from the Open Public Meeting by Law. The Board entered executive session at 7:34 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately twenty (20) minutes and no action will be taken.

Motion for approval of item 38

MOTION: Mr. Bierach
SECONDED: Mr. Reynoso
VOTE: Unanimous

The Board returned from executive session at 8:03 P.M.

39. Substitute Teachers

The Superintendent recommends the Board approve the following substitute teachers submitted by the Substitute Registry:

Priority I
Kartanos, Jacqueline F.
Priority II
Al Kharouf, Rula
Geiger, Pam
Nelson, Iris P.
Pizio, Ernest W.

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40. Bus Aides

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve Toni Malatesta as a bus aide for the 2021-2022 school year with payment to be made through the Northern Region Educational Services Commission.

41. Appointment - Custodial Engineer

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Douglas J. Chirico to the position of Custodial Engineer for the 2021 - 2022 school year beginning on Monday, June 28, 2021. Mr. Chirico will be placed on Step - 1 \$40,000 of the contracted custodial salary guide.

42. Resignation - Debra Antonucci

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the resignation of Debra Antonucci, Special Education Aide, for the Totowa School District effective June 16, 2021.

43. Resignation - Stephanie Yennie

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Stephanie Yennie, Special Education Aide, for the Totowa School District effective June 30, 2021.

44. Approval - School Business Administrator/Board Secretary

The Superintendent recommends the Board approve the contract of the School Business Administrator/School Board Secretary, Vincent Varcadipane, for the 2021 - 2022 school year as approved by Executive County Superintendent. Please see attached.

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45. Totowa Education Custodial Engineers Association Contract (2021-2024)

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Agreement between the Totowa Board of Education and the Totowa Education Custodial Engineers Association for the 2021-2022, 2022-2023, and 2023-2024 Academic Years as per the attached.

46. Totowa Education Association Contract (2021-2024)

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Agreement between the Totowa Board of Education and the Totowa Education Association for the 2021-2022, 2022-2023, and 2023-2024 Academic Years as per the attached.

47. Resignation - Jonathan Kruzel

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Jonathan Kruzel, Supervisor of Curriculum and Instruction, effective Wednesday, June 30, 2021.

Motion for approval of item 39-47

MOTION: Mr. Bierach
SECONDED: Mr. Reynoso
VOTE: Unanimous

48. Approval of Minutes- May 26, 2021 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of May 26, 2021, as presented.

Motion for approval of item 48

MOTION: Mr. Reynoso
SECONDED: Mr. Bierach
VOTE: Unanimous

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49. Approval of Minutes- May 26, 2021 – Executive Session

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the Executive Session during the meeting of May 26, 2021, as presented.

Motion for approval of item 49

MOTION: Mr. Reynoso

SECONDED: Mr. Bierach

VOTE: Unanimous

50. Approval of Bills List – June

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the June Bills List as presented.

51. Acceptance of Financial Status Report – May

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of May 2021, as presented.

52. Monthly Financial Certification of the Board Secretary and the Board of Education – May

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2020-2021 budget have not been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

53. Acceptance of Bank Reconciliations – May

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of May 2021, as presented.

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54. Acceptance of Board Secretary Report – May

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of May 2021, as presented.

55. Acceptance of Treasurer of School Monies Report – May

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of May 2021, as presented.

56. Acceptance of Financial Summary Report – May

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of May 2021, as presented.

57. Approval of Line-Item Budget Transfers – May

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following line item budget transfer for the month of May 2021, as presented. (See Attachment #1 Monthly Transfer Report)

58. Acceptance of Revenue Report – May

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of May 2021, as presented.

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59. Approval of Payment of Cafeteria Invoices

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve payment of the following cafeteria invoices.

<u>Vendor</u>	<u>Description</u>	<u>Check #</u>	<u>Amount</u>
Pomptonian	Invoice 912051421	1438	\$ 9,774.28
Pomptonian	Invoice 912043021	1439	\$ 4,545.25
Pomptonian	Invoice 912050721	1440	\$ 10,114.67

60. Approval of Out of District Contracts 2020-2021

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the out of district contract for students OOD-20-21-01, to New Beginnings for the 2020-2021 school year in the amount of \$10,262.73.

61. Approval of Out of District Contracts 2021-2022

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out of district contract for students OOD-20-21-01, to New Beginnings for the 2021-2022 school year in the amount of \$18,380.40 for ESY services including an aide and \$113,327.76 for the 2021-2022 school year including an aide.

62. Approval of 2020-2021 Transportation Contract NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2020-2021 school year transportation contract with North Region Educational Services Commission, Wayne as follows:

<u>Route #</u>	<u>School</u>	<u>Contractor</u>	<u>Cost Per Route</u>	<u>Date</u>
Q1151	New Beginnings	Omar Transportation	\$ 4,500.00+180.00	6/8/21-6/24/21

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63. Approval of Out of District Contracts 2021-2022

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the out of district contract for students OOD-19-20-01, to South Bergen Jointure for the 2021-2022 extended school year in the amount of \$3,900.00.

64. Approval to Dispose of Textbooks

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the disposal of outdated poor condition books. (See attachment #2)

65. Approval to Submit the Anticipated Facility Request for 2021-2022

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the submission of the Anticipated Facility Request for the 2021 -2022 School Year to the Passaic County Department of Education. (See Attachment #3)

66. Application for Dual Use of Educational Space

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the Application for Dual Use of Educational Space, Room 21, for the 2021 - 2022 school year. (See Attachment #4)

67. Surplus Transfer to Capital Reserve

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board authorize a transfer of surplus funds to the Capital Reserve in the amount up to \$1,000,000.00 should such funds be available.

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71. New Business

There was no new business.

72. Hearing and Petition of Citizens

No citizens wished to be heard.

73. Other Matters of a Timely Nature

There was no other matters of a timely nature.

74. Adjournment

Upon motion by Mr. Reynoso and seconded by Mr. Bierach this meeting was adjourned at 8:09 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary